**WORKING BUDGET**

**BPM Technical Issue Reporting Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Super User Reporting Issue to BFA** |  | **College/Division** |  | **Date** |  |
|  |
| **Name of User** |  | **Browser of User** |  |
| **Who Should BFA Respond to?** ***Place X in Box and extension*** | **Super User** | **User** | **Both** | **Other** |
|  |  |  |  |
| **If related to a position, what is the position #?** |  | **What account number where they working with?** |  |
| **What Was the User Trying to Do? What screen did the error occur on?****Place X in box** | **Set Salary by Account** | **Set Salary by Employee** | **Set Salary by Spreadsheet** | **Reallocate Salary** | **Reallocate Budget** | **Set Position Budget** | **Set Other Budgets** | **Other (explain)** |
|  |  |  |  |  |  |  |  |
| **What Was the Issue / What Were They Expecting to See?** |  |
| **Other Comments** |  |
| **Screen Shot?** |  |